

USE OF THE CLUBHOUSE

The following information and “Code of Conduct” regarding common facilities is extracted from the published directory and is synthesized here to clarify procedures that have been approved by the Board of Governors (BOG) and its various operating committees.

Use of Common Areas

All Snug Harbor Yacht Club common area facilities are for the use of members and their guests, **if accompanied by a member**. Non-members using the clubhouse may do so only if sponsored by a member who must be responsible for operating the security gate with their code as well as for locking and unlocking the clubhouse door with their key. New members can obtain their keys from the Welcome Committee; gate codes are issued on request from the webmaster.

Clubhouse Committee: Annie MacMillan (chair)

The clubhouse is available to members by completing the form found in clubhouse and reserving the time on the social calendar located on the clubhouse bulletin board. Fees, the deposit schedule, and rules for use (see below) are found in the clubhouse as well. If your party includes more than 15 people there is a nominal fee. A check for the appropriate amount should be mailed using the self-addressed envelopes to the SHYC Treasurer, also found in the clubhouse.

General Usage Rules

- Any use of the clubhouse facilities requires that it be cleaned and returned in better condition after use than before, both inside and out within 12 hours after use. This includes the removal of all trash and garbage, as well as the replacement of all supplies that were used.
- No clubhouse furniture or other contents may be removed from the clubhouse. No unattended children are allowed in the clubhouse or in the harbor area. No decorations are to be attached to the walls, ceilings, or fixtures.
- Every member using the clubhouse for private use will be assessed a fee (determined by the Clubhouse Committee and approved by the BOG) to cover out-of-pocket expenses for utilities and cleaning. Please see the notice posted in the clubhouse.

Multiple Reservations

Reservations for events that a member wishes to hold at the clubhouse on a regular basis are to be made for two months at a time only, with renewal possible one month at a time if no other reservations are scheduled.

Residents must request specific permission from the clubhouse chair to schedule such a series of events, or for reservations of more than two successive days. Note that fees listed below are *per day*.

Reservations for non-member organizations

When an event or a series of events that are not for the benefit of Snug Harbor residents is approved, a fee may be applicable (see below). The member must be present at all times and is personally liable for the group and its actions. Please note that the clubhouse is reserved on specific dates for the Board of Governors, other club meetings, and member social events. These always take preference over private use.

FEE & DEPOSIT SCHEDULE

<u>No. of persons</u>	<u>Fee</u>
0-15	No Fee*
16-25	\$25
26-40	\$35
41-75	\$75
76-100 (= maximum per event)	\$100

* Events with 15 or fewer guests do not incur a fee, but a donation, the amount of which is at the member's discretion, will be appreciated to maintain the facility and may be sent to the clubhouse chair.

Procedure: 1) Check the social calendar in the clubhouse for availability
2) Complete the Request Form and submit a check for the fee (payable to Snug Harbor Yacht Club) to the treasurer.

Use of the Parking Lot

On occasions, when Snug Harbor residents are having parties or other events at home and wish to use the clubhouse parking lot, but not the clubhouse:

1) A reservation for the parking lot must be made on the calendar. The reservation cannot conflict with other clubhouse use although the parking lot

request may be worked out with the holder of the clubhouse reservation on an individual basis. Otherwise, a clubhouse reservation will always have priority over parking requests for the same day.

2) Arrangements to keep the gate open must be made with members who know the code. They currently include the commodore and vice-commodore, the chair of the welcome committee, and the chair of the building and grounds. The board has adopted a policy of restricting the number of individuals who know the 'gate open' code due to past abuses.

3) There is no fee for use of the parking lot only.

4) There are 20 parking spaces in the clubhouse lot. When these are filled, signs will direct overflow traffic to park in the marina area. Please do not park on the grass.

Please observe the clubhouse rules to ensure availability and enjoyment by our members.

Clubhouse Security Lights

The following lights are owned and maintained by SHYC: Advise the Commodore, Harbor Master or any board member if there is a problem:

White mercury- south parking lot

White vapor- north side on point

Yellow sodium vapor lights maintained by FPL.

Call 1-800-468-8243 (1-800-4-outage) for service, noting date time and contact person;

The ID# is a metal label on the pole.

Advise Commodore, Harbor Master or board member that you have called it in.

Single sodium north of clubhouse #6-7058-9787-09

Double sodium north of clubhouse #6-7058-9972-09

Single sodium SW of clubhouse #6-7058-9668-02

Single sodium street light, Harbor Point Drive #6-7058-9368-06